User Guide

HOBLink Mobile

for Android

Software version: 1.2

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HOBLink Mobile Software and Documentation - Legal Notice

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Issued: August 31, 2015

Purpose of this Guide

This guide is designed to provide users with detailed information concerning HOBLink Mobile and to help them make the best possible use of the application.

The procedures for configuring the individual software components are documented in detail with step-by-step instructions.

Symbols and Conventions

This guide uses certain conventions and abbreviations which are explained here:

This symbol indicates useful tips that can make your work easier.

This symbol indicates additional informative text.

This symbol indicates an important tip or procedure that may have far-reaching effects. Please consider carefully the consequences of any changes and settings you make here.

- References to program commands, options and buttons are printed in **Bold**, for example: select the command **Open**.
- Cross-references to section headings and figures with numbers are marked in color as follows: Chapter 5. Information and Support.
- File names and text to be entered by the user are printed in `Courier New`. This input is – unless otherwise mentioned - case sensitive.
- In this documentation, HOB-specific terminology is abbreviated as follows:

HOB-specific Terminology	Abbreviation
HOB WebSecureProxy	HOB WSP
HOBCOM Universal Server	HCU Server

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1 Introducing HOBLink Mobile and HOBCOM Universal Server

HOBLink Mobile and HOBCOM Universal Server (HCU Server) are the two components of the software solution from HOB that work together to give you secure mobile access to the resources in your corporate network using your Android smartphone.

HOBLink Mobile is an application that runs on your mobile device to give you secure access to your corporate e-mails, attachments, calendar entries, contacts and notes.

HCU Server is the installation within your corporate network that makes this access possible. HCU Server is installed in your enterprise network (LAN) by your IT administrators and communicates with the Microsoft Exchange Server to retrieve data.

Data you access with your mobile device are not permanently stored on the device, so logging out or closing the app completely removes all data from your device, leaving no trace behind. Therefore, data are never exposed to security risks, even if the device is lost or stolen.

The currently available versions are:

- HOBLink Mobile for Android Version 1.2
- HOBCOM Universal Server Version 2.3

1.1 Features of HOBLink Mobile

With HOBLink Mobile you have the following benefits:

- Simple download and installation of the HOBLink Mobile app on your device
- Highly secure access to your corporate e-mails, attachments, calendar entries, contacts and notes
- Low resource requirements (memory, bandwidth, etc.) giving you high performance and low connectivity costs
- A VPN connection is not necessary, a working Internet connection is sufficient
- You can reconnect to the same session without any data loss if the Internet connection is interrupted
- No data are stored on your mobile device: all data is kept safe within the company network, even if the device is lost or stolen

1.2 Connecting HOBLink Mobile to your network

There are two communication scenarios that are possible for HOBLink Mobile, either of which will be set up by your IT administrators:

1. Direct communication between HOBLink Mobile and HOBCOM Universal Server. This is always encrypted with AES (128 bit) encryption. The advantage of using direct communication is that it is easy to use and offers security.

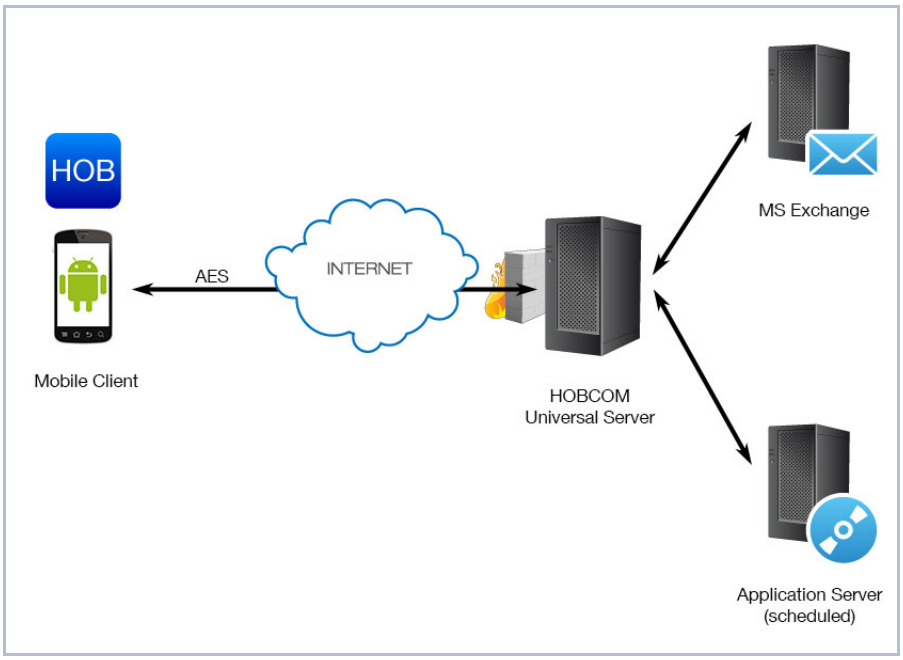


Figure 1: Diagram of Direct Communication

2. Communication between HOBLink Mobile and HOBCOM Universal Server over the HOB RD VPN WebSecureProxy (HOB WSP). HOB RD VPN is a software solution that is specially designed to give you secure remote access over the Internet to the resources in your corporate network. HOB WSP is the central server component of HOB RD VPN.

   The advantage of using communication over the HOB WSP is that it offers an even higher level of security requiring certificates. In addition, it is also encrypted with SSL.

HOB WebSecureProxy is not included in the HOBLink Mobile solution. HOB WSP can be obtained at an additional cost. If your company uses HOB WSP, please contact your IT administrator for configuration details.

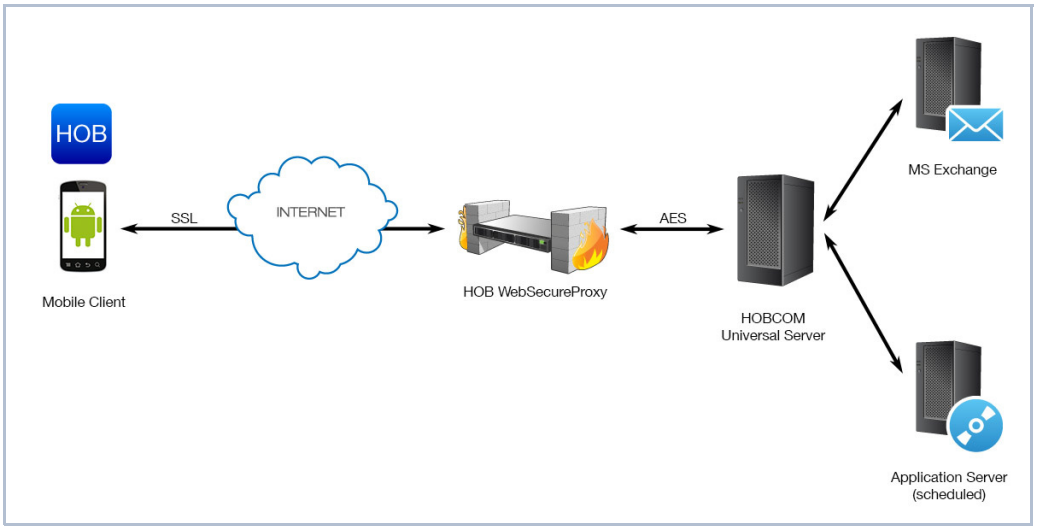


Figure 2: Diagram of Communication over the HOB WSP

1.3 Functions of HOBLink Mobile

E-mails – this gives you access to all of your e-mails on the Microsoft Exchange Server of your company. See Section 6.1 Exchange Settings on page 22 for more information. The **E-mails** application offers the following functions:

- Create, forward and reply to e-mails
- Flag e-mails
- Hide/show e-mail details
- Delete, move or create new folders
- Move e-mails between folders
- Short preview of e-mails
- View attachments
- Custom signature
- Search for recipients in personal/corporate directory
- Load further e-mails
- Receive e-mails for invitations

Calendar – this gives you access to all of your calendar entries and invitations on the Microsoft Exchange Server of your company. See Section 6.3 Calendar on page 36 for more information.
The **Calendar** application offers the following functions:

- Month/Day/List view of calendar entries
- Create, edit and delete calendar entries/meeting requests
- Add availability status, invitees and notes to entries
- Quick search for invitees in personal/corporate directory
- Set invitation state as accepted/tentative/declined
- Set notification settings for events

Contacts – this gives you access to all of your contacts on the Microsoft Exchange Server of your company. See Section 6.5 Contacts on page 48 for more information. The **Contacts** application offers the following functions:

- View personal contacts
- Delete, edit or create new contacts
- Search for contacts in corporate directory
- Set sorting order

Notes – this gives you access to all of your notes on the Microsoft Exchange Server of your company. See Section 6.6 Notes on page 53 for more information.
The **Notes** application offers the following functions:

- View notes
- Delete, edit or create new notes
- Send notes via e-mail

2 System Requirements

HOBLink Mobile is the client component of the secure mobile access software solution from HOB.

HOBLink Mobile supports all Android smartphones.

HOBLink Mobile requires the following Android operating systems to be installed:

- Android 4.0.3 or later

3 Installing HOBLink Mobile

HOBLink Mobile can be downloaded onto your Android device and installed exactly as any other application via an app store. You only need to have a user account with a password. HOBLink Mobile is available for download free.

For explanation purposes, we are showing you how to install the HOBLink Mobile app from Google Play Store. Please follow the installation procedure of the app store you are using.

1. Open the Google Play Store.
2. Search for HOBLink Mobile.

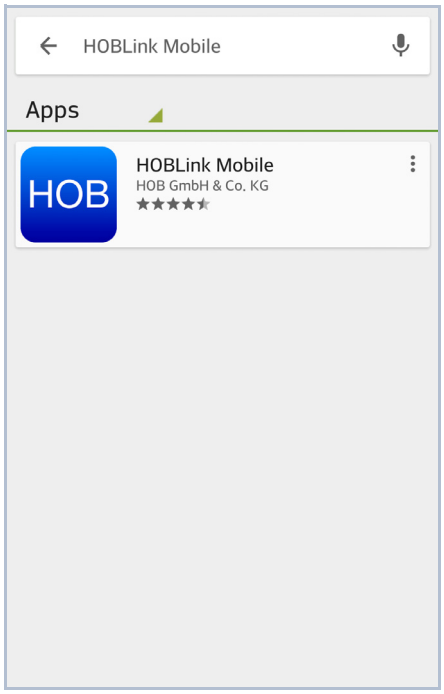


Figure 3: Search for App

3. Tap **HOBLink Mobile** to view the app information.

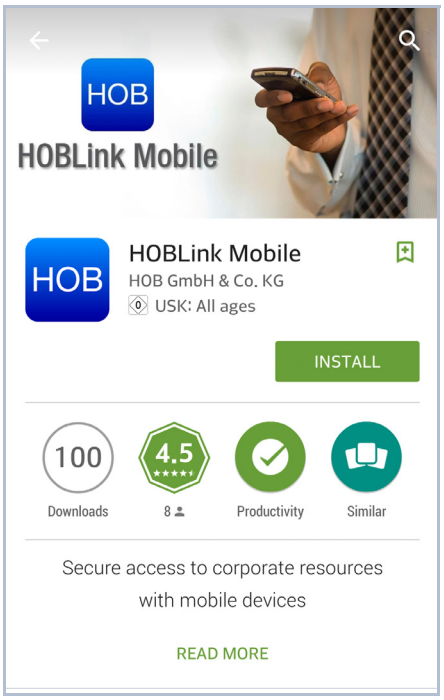


Figure 4: App Information

4. Tap **Install** to download the app.

Once the download process is complete, you can see the HOBLink Mobile icon on the screen of your mobile device.

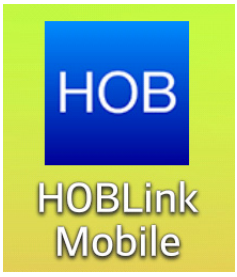


Figure 5: HOBLink Mobile App Icon

If you cannot see this icon, or have any problems during the download process, please contact your IT administrator.

4 Configuring HOBLink Mobile

To configure your HOBLink Mobile connection, tap the HOBLink Mobile app icon (see Figure 5 on page 14).

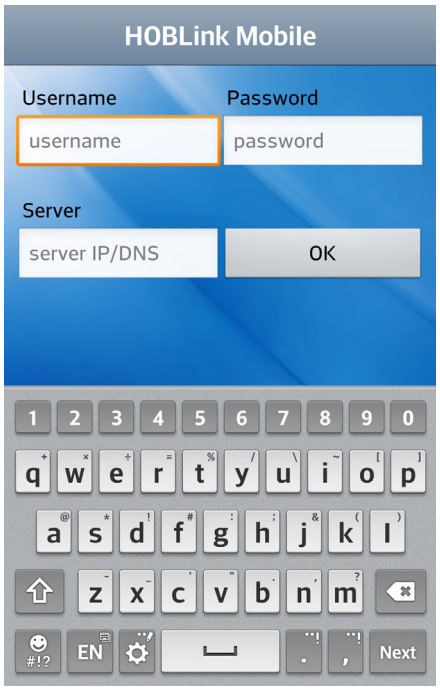
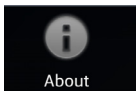
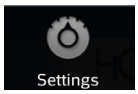


Figure 6: Logon

Tap the **Menu** button on your mobile device while on the Logon screen to display the following buttons:



Tap the **About** button to view information about the installed version of the HOBLink Mobile app, along with contact details for HOB.



Tap the **Settings** button to display the HOBLink Mobile Settings screen (see Figure 7 on page 16).

While on the Logon screen (see Figure 6 on page 15), tap the **Menu** button on your mobile device and then tap the **Settings** button to display the following screen:

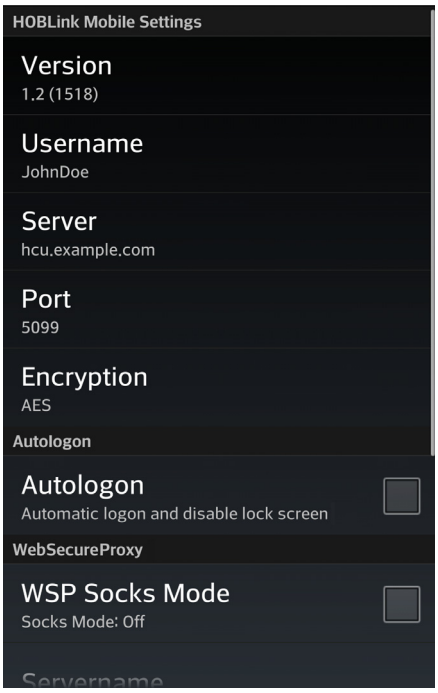


Figure 7: HOBLink Mobile Settings

The following settings can be made here:

- **Version** – the current version of HOBLink Mobile.
- **Username** – the name of the user (this can be edited by tapping the field).
- **Server** – the server that the mobile should connect to and where HCU Server is currently installed (this can be edited by tapping the field).

The values set for **Username** and **Server** will be saved as the default values and will be automatically entered into the fields on the Logon screen (see Figure 6 on page 15).

- **Port** – the number of the port to be used for the connection to the server (this can be edited by tapping the field). The default port is `5099`.
- **Encryption** – the method of encryption currently used.

  The encryption method to be used will be specified by your IT administrator. The default encryption level is **AES** and is used when a client connects directly to the HCU Server. If the connection between the client and the server is made through the HOB WSP (see Figure 2 on page 8) then **AES + SSL** encryption must be selected.

The encryption settings are shown here.

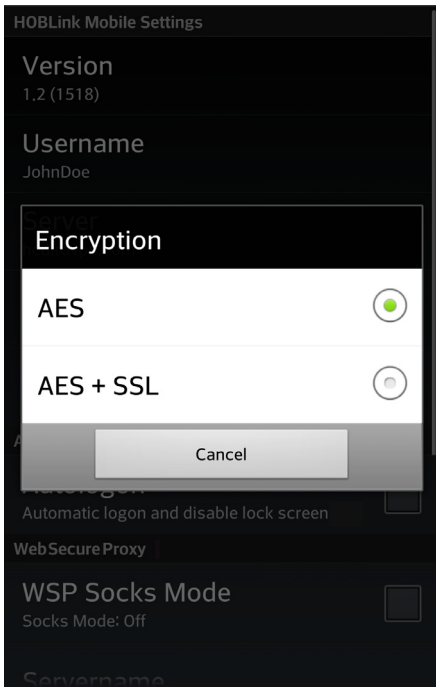


Figure 8: Encryption Settings

- **Autologon** – turn this to **ON** to save the password to the device and not have to log in each time you start HOBLink Mobile (see Figure 7 on page 16).

The administrator must allow the **Autologon** function on the HCU Server.

- **WSP Socks Mode** – turn this to **ON** to connect to the HCU Server over the HOB WSP or **OFF** to connect to the HCU Server directly. Turning this to **ON** activates the **SSL Certificate Settings**.
- **Servername** – enter the name of the HCU Server in the HOB RD VPN configuration.

HOB recommends that you use code locking on your smartphone as a general precaution even though no data communicated via HOBLink Mobile is stored on it.

- **SSL Certificate Settings** – use these settings to either enter the URL of the certificate server, to enter certificate file names or to download or clear certificates.

5 Getting Started

In order to use HOBLink Mobile, you must be authenticated. Therefore, you must enter your username, password and the server IP/DNS on the Logon screen. Ask your IT administrator for this information. Your logon data will already be in your user account on the HOBCOM Universal Server.

Usernames and passwords are case sensitive and are limited to a maximum length of 126 characters. This information must also be compatible with the conventions of your network.

Tap the HOBLink Mobile app icon to display the Logon screen.

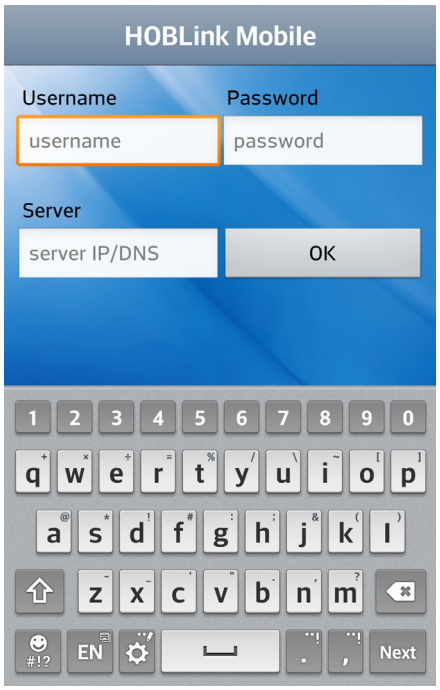


Figure 9: Logon

Enter your username, password and the server IP/DNS and then tap **OK**.

Following successful authentication, the Exchange screen is displayed.
See Chapter 6 Microsoft Exchange Application on page 21 for more information.

6 Microsoft Exchange Application

After logging on (see Figure 9 on page 19), the Exchange screen of HOBLink Mobile appears. Here you can access your e-mail, calendar, contacts, notes and logoff from the session.

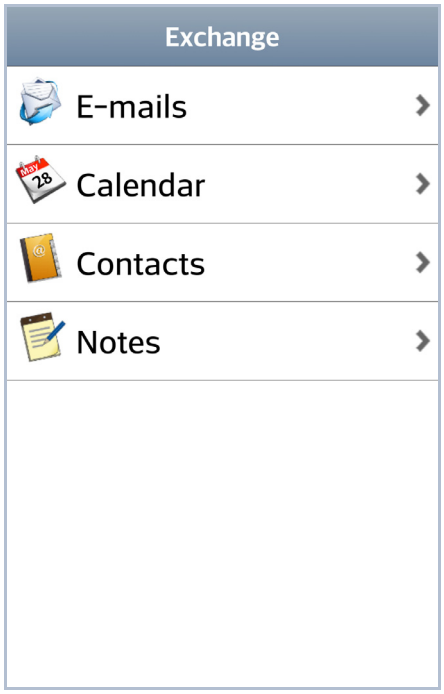
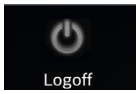


Figure 10: Exchange

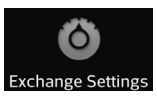
Here you have access to the following:

- **E-mails** – see Section 6.2 E-mails on page 24.
- **Calendar** – see Section 6.3 Calendar on page 36.
- **Contacts** – see Section 6.5 Contacts on page 48.
- **Notes** – see Section 6.6 Notes on page 53.

Tap the **Menu** button on your mobile device to display the following options:



Tap the **Logoff** button to return to the Logon screen.



Tap the **Exchange Settings** button to go to the Exchange Settings screen (see Figure 11 on page 22).

You can also use the **Back** button on your device to logoff.

6.1 Exchange Settings

While on the Exchange screen (see Figure 10 on page 21), tap the **Menu** button on your mobile device and then tap the **Exchange Settings** button to determine settings for e-mail, contacts, autologin and change your passwords.

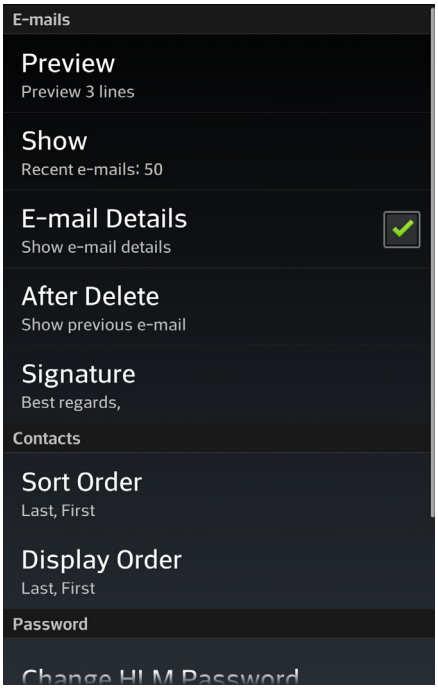


Figure 11: Exchange Settings

Scroll down for the rest of the settings.

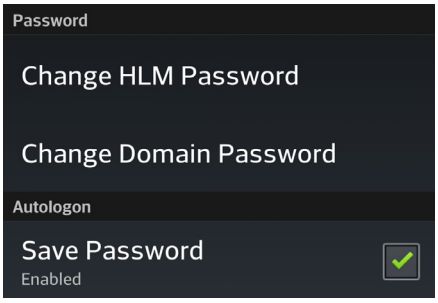


Figure 12: Exchange Settings Continued

The following settings can be made here:

E-mails

- **Preview** – set the length of the preview of an e-mail to **None**, **1**, **2**, **3**, **4** or **5 lines**.
- **Show** – set the amount of e-mails to be displayed initially (**25**, **50**, **75**, **100**, **200**, **500** or **1000**). This setting applies to all e-mail folders. More e-mails can be reloaded within the **E-mails** application.
- **E-mail Details** – select whether the e-mail details are shown or not by selecting the checkbox.

- **After Delete** – select which e-mail is shown after an e-mail has been deleted (**Show Previous** or **Show Next**).
- **Signature** – enter a signature for your e-mails. The signature is shown in this field.

Contacts

- **Sort Order** – select how your contacts are sorted; either **First, Last** or **Last, First**.
- **Display Order** – select how your contacts are displayed; either **First, Last** or **Last, First**.

Password

- **Change HLM Password** – here you can change your password for HOBLink Mobile (see Figure 13 below).
- **Change Domain Password** – here you can change your domain password. This displays the same screen as **Change HLM Password**.

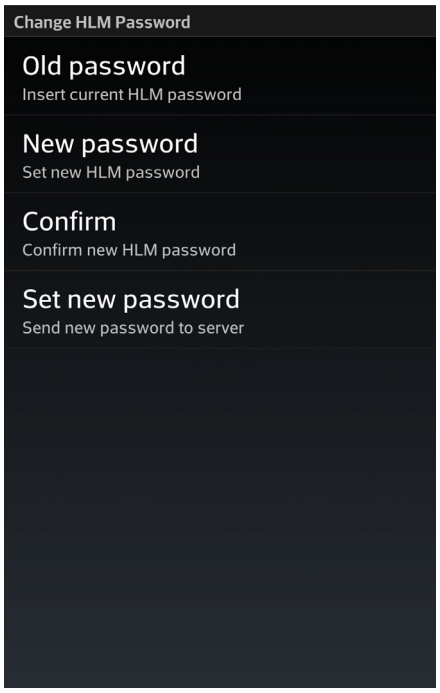


Figure 13: Change HOBLink Mobile Password

Enter your old password, a new password and then confirm the new password. Tap **Set new password** to finalize the change. Proceed in the same manner to change your domain password.

Autologon

At the bottom of the Exchange Settings Continued screen (see Figure 12 on page 22), you can disable the autologon function with a simple tap. You will then be required to log in each time you access the **E-mails** application.

6.2 E-mails

The **E-mails** application provides access to your e-mail account on the Microsoft Exchange Server of your enterprise network. The application gives you access to all your e-mail functionality and folders. Data you receive or send using this application are NOT stored on your mobile device; instead the application connects to the HOBCOM Universal Server, which then connects to Microsoft Exchange, where the data are stored.

The following functions are available in **E-mails**:

- Delete, move or create new e-mails
- Flag e-mails
- Forward or reply to e-mails
- Refresh to check for new e-mails
- Move e-mails between folders
- View attachments
- Delete, move or create new folders
- Search for recipients in personal or corporate directories

Tap **E-mails** on the Exchange screen (see Figure 10 on page 21) and the Authentication screen will appear where you will be prompted to enter your Microsoft Exchange password.

Figure 14: Authentication

When you are finished entering your password, you have two options:

OK Tap **OK** to log on.

Save Tap **Save** to save your password, meaning that you will not have to enter it every time you connect to the Microsoft Exchange Server. The password can also be saved under the **Exchange Settings** (see Figure 12 on page 22).

The **Save** field only appears if your IT administrator has allowed saving the password for a specific user.

The password is saved on the HCU Server and not on your device.

After entering your password on the Authentication screen (see Figure 14 on page 24), the E-mail Folders screen is displayed.

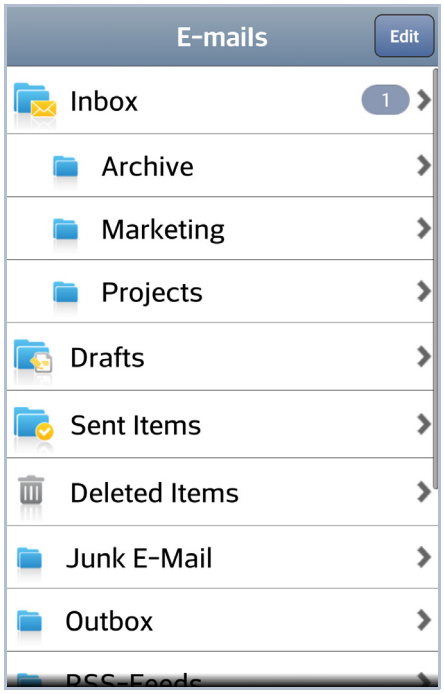


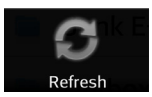
Figure 15: E-mail Folders

Here you manage your e-mails and e-mail folders. The number to the right of a folder is the number of new and unread e-mails currently in that folder (there is, for example, currently 1 unread e-mail in the **Inbox**).

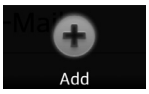
There is also one button on this screen:

Tap the **Edit** button to move or delete folders (see Figure 16 on page 27).

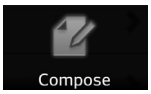
Tap the **Menu** button on your mobile device to display the following buttons:



Tap the **Refresh** button to retrieve new e-mails from the server.



Tap the **Add** button to create new folders (see Figure 19 on page 30).



Tap the **Compose** button to write a new e-mail (see Figure 21 on page 33).

Tap the **Edit** button on the E-mail Folders screen (see Figure 15 on page 25) to edit folders:

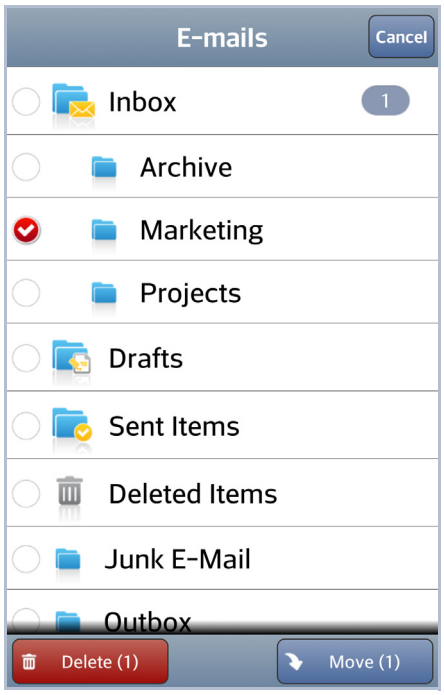
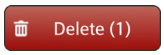


Figure 16: Edit Folder

Here you can delete or move folders. Tap the folder to be moved/deleted. The selected folder is indicated by a red symbol on the left. In this case, the **Marketing** folder has been selected.

The default folders (**Inbox**, **Drafts**, **Sent Items, Deleted Items**, **Junk E-Mail**, **Outbox** and **RSS-Feeds**) cannot be deleted or moved.

You have the following buttons on this screen:



Tap the **Delete** button to delete the selected folder (see Figure 17 on page 28).

Tap the **Move** button to move the selected folder to another folder (see Figure 18 on page 29).

Tap the **Cancel** button to cancel the action and return to the E-mail Folders screen.

Tap the **Delete** button on the Edit Folder screen (see Figure 16 on page 27) to delete the selected folder.

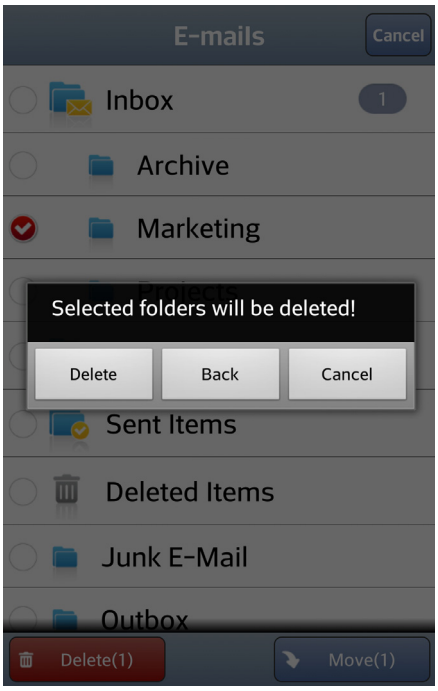


Figure 17: Delete Folder

Here you have the following options:

Delete — Tap the **Delete** button to delete the selected folder and return to the Edit Folder screen.

Back — Tap the **Back** button to return to the Edit Folder screen.

Cancel — Tap the **Cancel** button to cancel the action and return to the E-mail Folders screen (see Figure 15 on page 25).

Tap the **Move** button on the Edit Folder screen (see Figure 16 on page 27) to move the **Marketing** folder to another folder.

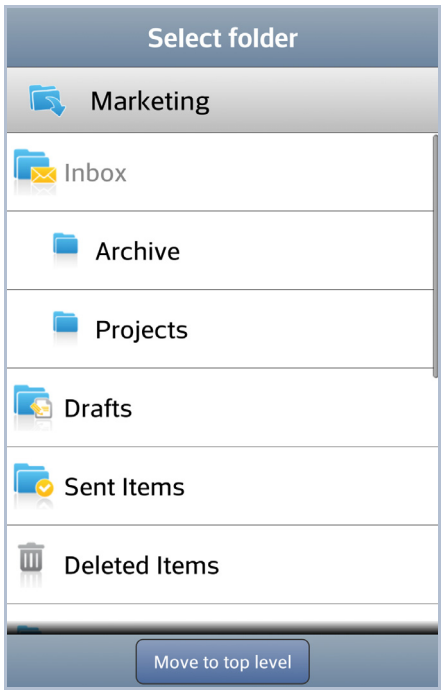


Figure 18: Move Folder

Tap the folder that you want to place the **Marketing** folder in. The **Marketing** folder will then automatically be placed in the new folder and you will be returned to the E-mail Folders screen (see Figure 15 on page 25).

There is one button on this screen:

Tap the **Move to top level** button to move the folder to the same level as the default folders.

Tap the **Add** button on the E-mail Folders screen (see Figure 15 on page 25) to add a new folder to the list.

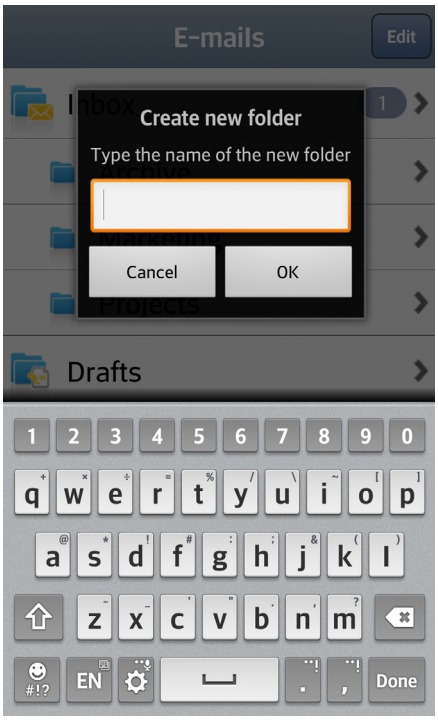


Figure 19: Create New Folder

Give the new folder a name. Tap the field to activate it and then type a name.

There are also two buttons on this screen:

OK	Tap the **OK** button to confirm the name, which will then display a screen exactly like the Move Folder screen (see Figure 18 on page 29), where you choose where you want the folder to be placed.
Cancel	Tap the **Cancel** button to cancel the action and return to the E-mail Folders screen.

Inbox

For explanation purposes, we are showing you the **Inbox** folder. The other e-mail folders have the same options.

Tap a folder on the E-mail Folders screen (see Figure 15 on page 25) to open it.

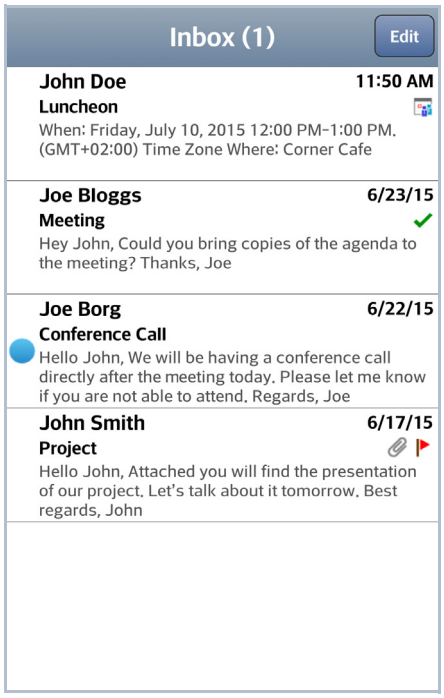

Inbox (1)
Edit
John Doe
11:50 AM
Luncheon
When: Friday, July 10, 2015 12:00 PM-1:00 PM. (GMT+02:00) Time Zone Where: Corner Cafe
Joe Bloggs
6/23/15
Meeting
Hey John, Could you bring copies of the agenda to the meeting? Thanks, Joe
Joe Borg
6/22/15
Conference Call
Hello John, We will be having a conference call directly after the meeting today. Please let me know if you are not able to attend. Regards, Joe
John Smith
6/17/15
Project
Hello John, Attached you will find the presentation of our project. Let's talk about it tomorrow. Best regards, John

Figure 20: Inbox

Here you see a list of all e-mails received on the Microsoft Exchange Server of your company. New and unread e-mails are indicated by a blue symbol to the left.

Icons that appear on this screen are as follows:

Shows that an e-mail that has been marked as to-do is done.

Shows that an e-mail has been marked as to-do.

Shows that an e-mail has been replied to.

Shows that an e-mail contains an attachment.

Shows that an e-mail has high importance.

Shows that an e-mail has low importance.

Shows that an event request has been received.

Shows that an event is accepted.

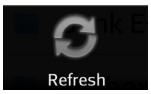
Shows that an event is declined.

Shows that an event is tentative.

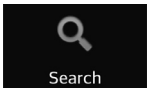
There is one button on the Inbox screen:

Tap the **Edit** button at the top of the screen to delete or move e-mails to other folders in the same way as the **Edit** button on the Edit Folder screen (see Figure 16 on page 27).

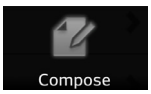
Tap the **Menu** button on your mobile device to display the following buttons:



Tap the **Refresh** button to retrieve new e-mails from the server.



Tap the **Search** button to search the server for a particular e-mail, name, etc. in a folder.



Tap the **Compose** button to write a new e-mail (see Figure 23 on page 35).

Tap an e-mail on the Inbox screen (see Figure 20 on page 31) to open it.

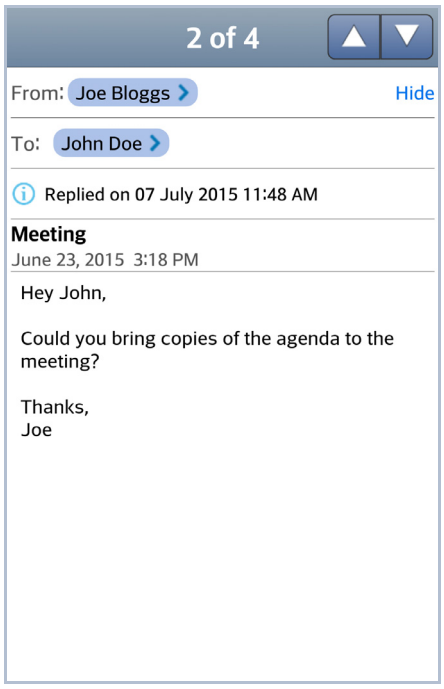


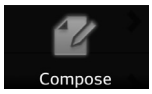
Figure 21: Example E-mail

The buttons on this screen have the following functions:

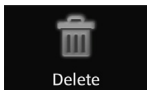
Tap the **Up** button to move to the previous e-mail on the Inbox screen.

Tap the **Down** button to move to the next e-mail on the Inbox screen.

Tap the **Menu** button on your mobile device to display the following buttons:

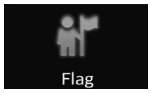


Tap the **Compose** button to write a new e-mail (see Figure 23 on page 35).

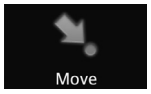


Tap the **Delete** button to delete the displayed e-mail, which will return you to either the previous or the next e-mail in the list depending on what settings you made on the Exchange Settings screen (see Figure 11 on page 22).

Tap the **Reply** button to reply to the e-mail. You may also edit the e-mail or add new text before replying.



Tap the **Flag** button to mark an e-mail as to-do.



Tap the **Move** button to move the e-mail to a different folder on the E-mail Folders screen (see Figure 15 on page 25).

Tap the **Forward** button to forward the e-mail. You can edit the e-mail or add new text before forwarding.

Tap **Hide** on the Example E-mail screen (see Figure 21 on page 33) to hide the **To** field. Tap the **From** or **To** fields to display the contact's e-mail addresses.

Figure 22: Contact's E-mail Addresses

Tap an e-mail address to write a new e-mail to the contact. Tap the **Back** button on your mobile device to return to the Example E-mail screen.

Other options in the e-mail text:

- **Attachments** – if there is an attachment in an e-mail, it will be shown at the bottom (as can be seen on the Example E-mail screen). Tap the attachment to view it. All document types supported by Android can be viewed in this manner.

Opened attachments are temporarily saved to the HOBLink Mobile cache. The application used to view attachments must support this feature.

- **Hyperlinks** – if there is a hyperlink in an e-mail, tap the hyperlink to open it in your web browser. Tap and hold to open the hyperlink, copy it or cancel and go back to the e-mail. If you copy a hyperlink, you can paste it into other applications outside of HOBLink Mobile.
- **Telephone numbers** – if there is a telephone number in an e-mail, tap it for the option to add the number to an existing/new contact, copy the number or cancel and return to the e-mail. If you copy a number, you can also paste it into applications outside of HOBLink Mobile. You can also call the number by tapping on it.

While on the Inbox screen (see Figure 20 on page 31), tap the **Menu** button on your mobile device and then tap the **Compose** button to compose a new e-mail.

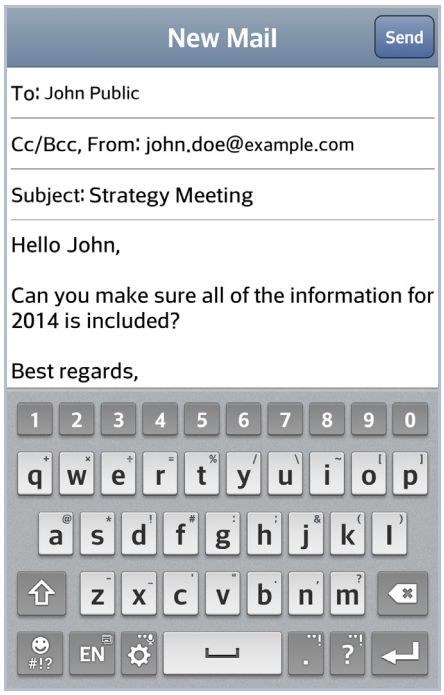


Figure 23: Compose E-mail Example

Enter the name of the recipient in the **To** field. The following fields contain entries for **Cc**/**Bcc**, **From** addressees and the **Subject** of the e-mail. The text for the e-mail is entered in the field below **Subject**.

There is also one button on this screen:

Send — Tap the **Send** button to send the e-mail and return to the Inbox screen.

Tap the **Menu** button on your mobile device to display the following buttons:

Save draft — Tap the **Save draft** button to save the draft and return to the Inbox screen.

Delete draft — Tap the **Delete draft** button to delete the draft and return to the Inbox screen.

Cancel — Tap the **Cancel** button to cancel the action.

6.3 Calendar

The **Calendar** application provides access to all of your events and invitations on the Microsoft Exchange Server of your company. The calendar offers the following features:

- View calendar entries according to a list, day or month display
- Create, delete and edit calendar entries and meeting requests
- Set your availability, invite other to meetings and write notes as reminders
- Search for invitees in personal and corporate directories
- Set an invitation state as accepted, tentative or declined

Tap **Calendar** on the Exchange screen (see Figure 10 on page 21) to display the calendar.

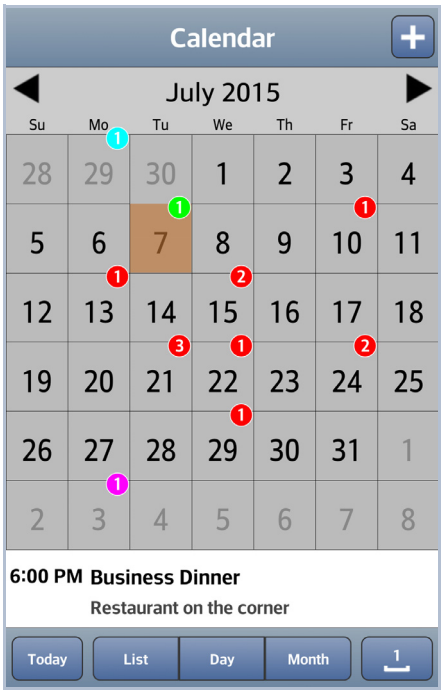

Calendar
July 2015
Su Mo Tu We Th Fr Sa
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
6:00 PM Business Dinner
Restaurant on the corner
Today
List
Day
Month

Figure 24: Calendar

The month view is the default view for the calendar. See Month View on page 43 for more information. You have the following buttons on this screen:

Tap the **Plus** button to add new events to the calendar (see Figure 25 on page 37).

Tap the **Back** button to view the previous month.

Tap the **Forward** button to view the next month.

The buttons at the bottom of the screen change the view of the calendar and display invitations. For detailed information on the functions of these buttons, see Section 6.3.1 Calendar View on page 41. You can also view, edit or delete past, present or future events by tapping a date and then tapping the event in the list.

Dates with events will have a small colored icon displaying the number of events on that day. The colors that are used have the following meanings:

- Green – events for today
- Red – future events
- Blue – past events
- Pink – events occurring next month
- Light blue – events that occurred in the previous month

Tap the **Plus** button on the Calendar screen (see Figure 24 on page 36) to create a new event.

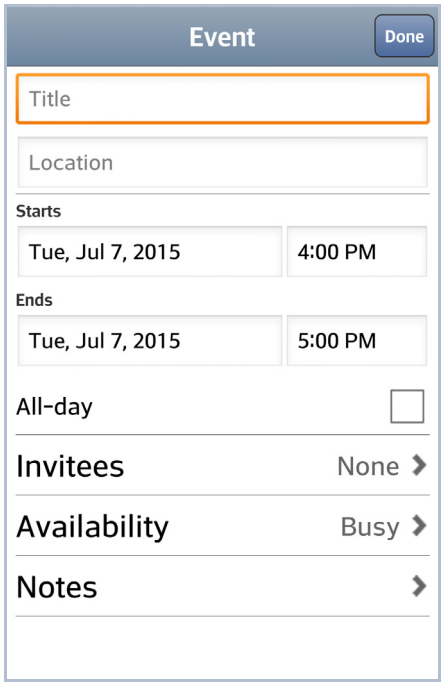


Figure 25: New Event

Here you set the following:

- **Title** – give the event a name.
- **Location** – state the location for the event.
- **Starts** – enter the time that the event will start.
- **Ends** – enter the time that the event will end.
- **All-day** – tap this field to turn the event into an all-day event, which will deactivate the time fields.
- **Invitees** – add invitees to the event (see Figure 26 on page 38).
- **Availability** – set your availability for the event (see Figure 28 on page 40).
- **Notes** – attach a note to the event (see Figure 29 on page 41).

Tap the **Done** button once you are finished to save the event.

Tap the **Invitees** field on the New Event screen (see Figure 25 on page 37) to search for invitees for the event.

Figure 26: Search for Invitees

Specify who should attend the event. Type the name of the invitee in the search field at the top of the screen. Tap a name in the list to select it.

There is one button on this screen:

Tap the **Cancel** button to stop searching for invitees.

Tap a name from the list on the Search for Invitees screen (see Figure 26 on page 38) to display a list of selected invitees.

Figure 27: Add Invitees

Invitees that have been added to the event are displayed here. Use the search bar again to add additional invitees to this list.

You have the following options on this screen:

Tap the **Done** button to save the selections and return to the New Event screen (see Figure 25 on page 37).

Tap the **Remove** button to remove the invitee from the list.

Tap the **Availability** field on the New Event screen (see Figure 25 on page 37) to display the following screen.

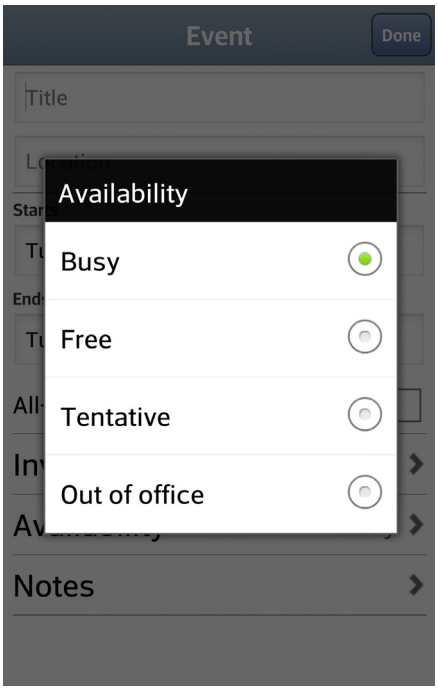


Figure 28: Availability

Set your availability for the event, either **Busy**, **Free**, **Tentative** or **Out of office**. This can be useful, for example, if you are setting up events for others that you yourself do not plan to attend.

If there are any requirements or reminders for an event, tap the **Notes** field on the New Event screen (see Figure 25 on page 37) to create a note:

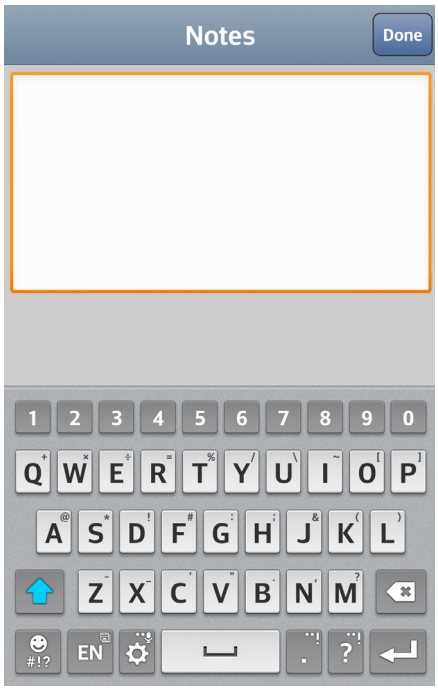


Figure 29: Notes for Event

Tap the field to write a note for the event. There is also one button on this screen:

Done — Tap the **Done** button to save the note and return to the New Event screen (see Figure 25 on page 37).

6.3.1 Calendar View

The buttons at the bottom of the Calendar screen (see Figure 24 on page 36) change the view of the calendar and display invitations.

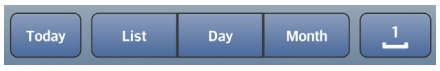


Figure 30: Calendar Buttons

These buttons have the following functions:

Today — Tap the **Today** button to return to the current day from the highlighted date.

List — Tap the **List** button to view a list of all of the events for the selected day or month, depending on which view (**Day** or **Month**) you were previously (see Figure 31 on page 42).

Day — Tap the **Day** button to view a list of all of the events for the selected day (see Figure 32 on page 43).

Month — Tap the **Month** button to return to the Calendar screen.

1 — Tap the **Invitations** button to view a list of all invitations you have received (see Figure 33 on page 44). The number of new invitations is displayed on the button.

List View

Tap the **List** button on the Calendar screen (see Figure 24 on page 36) to display a list of all events for the current day or month, depending on which view (**Day** or **Month**) you were previously.

Figure 31: List View

Tap events in the list to view, edit or delete them. The buttons on this screen have the following functions:

Tap the **Plus** button to create a new event (see Figure 25 on page 37).

Tap the **Today** button to return to the current day from the highlighted date.

Tap the **List** button to view a list of all of the events for the current day or month, depending on which view (**Day** or **Month**) you were previously.

Tap the **Day** button to view a list of all of the events for the selected day (see Figure 32 on page 43).

Tap the **Month** button to return to the Calendar screen.

Tap the **Invitations** button to view a list of all invitations you have received (see Figure 33 on page 44). The number of new invitations will appear in place of the arrow.

Day View

Tap the **Day** button on the Calendar screen (see Figure 24 on page 36) to display the selected day and a list of events on that day.

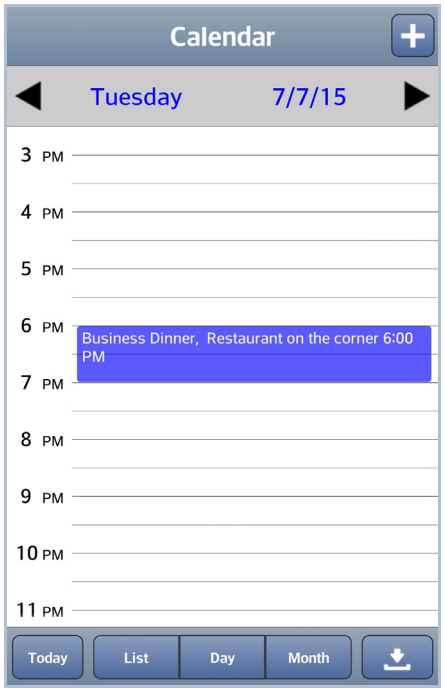


Figure 32: Day View

Tap events in the list to view, edit or delete them. The buttons on this screen have the following functions:

Tap the **Plus** button to create a new event (see Figure 25 on page 37).

Tap the **Today** button to return to the current day from the highlighted date.

Tap the **List** button to view a list of all of the events for the current day or month, depending on which view (**Day** or **Month**) you were previously.

Tap the **Day** button to view a list of all of the events for the selected day.

Tap the **Month** button to return to the Calendar screen.

Tap the **Invitations** button to view a list of all invitations you have received (see Figure 33 on page 44). The number of new invitations will appear in place of the arrow.

Month View

Tap the **Month** button on the Calendar screen (see Figure 24 on page 36) to display the calendar for the selected month. Colored icons indicate scheduled events for the days of that month. The **Month** view is the default view for the calendar.

6.3.2 Invitations

The **Invitations** button on the Calendar screen (Figure 24 on page 36) displays invitations you have received. If you have received an invitation, the number of invitations received will be displayed in place of the arrow.

Tap the **Invitations** button to display the following screen.

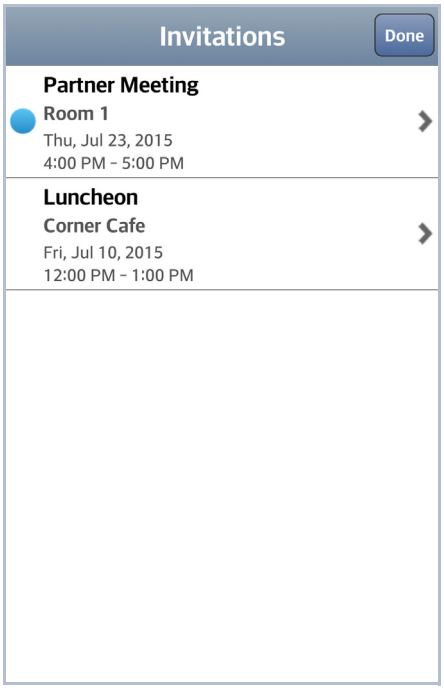


Figure 33: Invitations

A list of all invitations received is displayed. A blue symbol next to an invitation indicates that it is new. Tap an invitation to display the event details, as shown in Figure 34 on page 45.

There is one button on this screen:

Tap the **Done** button to return to the Calendar screen.

Tap an invitation on the Invitations screen (see Figure 33 on page 44) to display the event details.

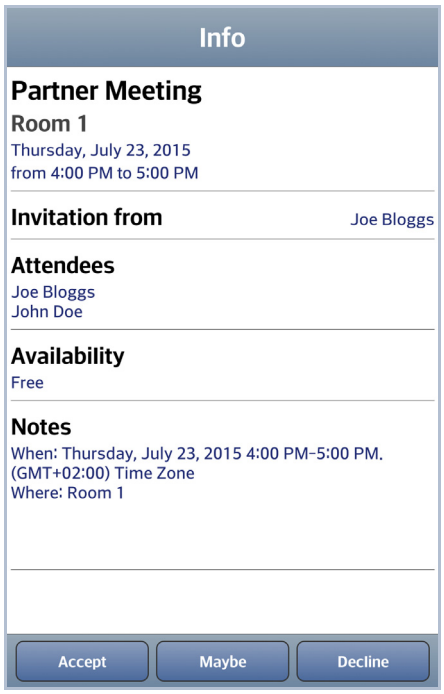


Figure 34: Invitation Info

Here you have the following options:

Tap the **Accept** button to accept the invitation and return to the Invitations screen.

Tap the **Maybe** button to say maybe to the invitation and return to the Invitations screen.

Tap the **Decline** button to decline the invitation and return to the Invitations screen.

You can also tap the **Back** button on your mobile device to return to the Invitations screen without making any changes.

Depending on the option chosen on the Invitation Info screen (see Figure 34 on page 45), your status for the event will be displayed to the right of the invitation.

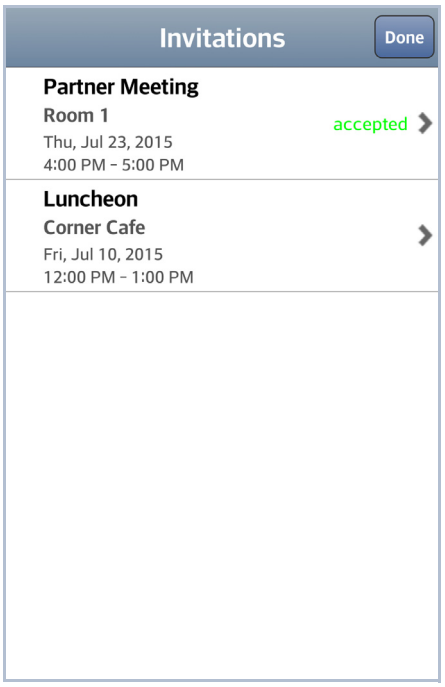


Figure 35: Invitation Status

The status for this invitation is accepted; however, you may return to this screen at any time to change your status.

There is one button on this screen:

Tap the **Done** button when you are finished to return to the Calendar screen (see Figure 24 on page 36).

6.4 Notifications

HOBLink Mobile supports notifications for calendar events and invitations. Notifications must first be enabled on your smartphone. To enable them, go to **Settings** > **Apps** > **HOBLink Mobile**.

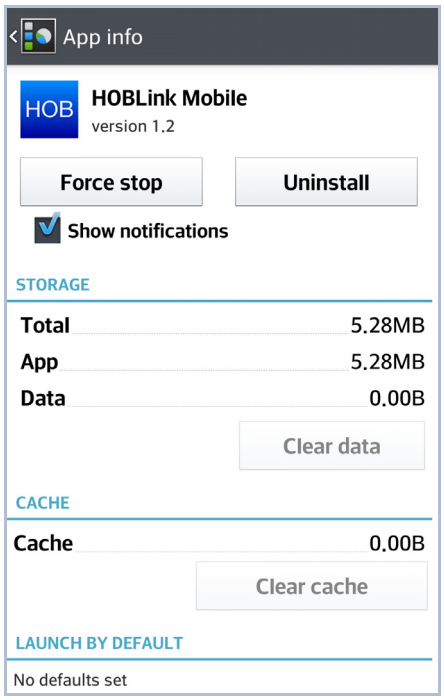


Figure 36: HOBLink Mobile App Info

Make sure that the **Show notifications** checkbox is enabled.

Once notifications have been enabled, you will be able to receive them for calendar events and invitations that you have received. Notifications appear at the time configured in Microsoft Outlook. Notifications are updated every time HOBLink Mobile is started or reactivated from the background. A HOBLink Mobile notification in the notification bar can be seen in Figure 37 on page 48.

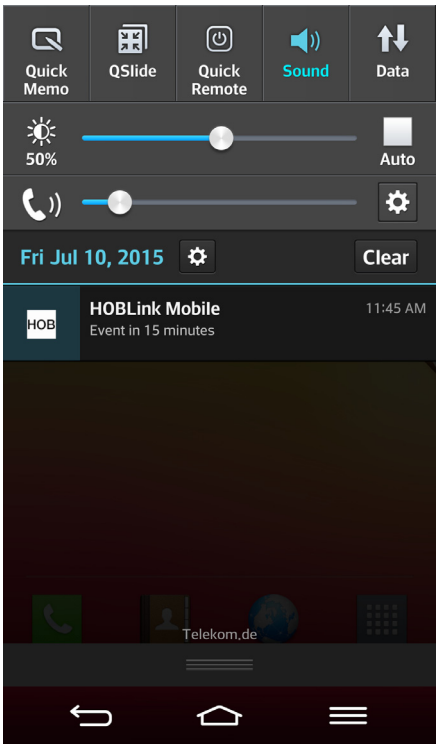


Figure 37: Notifications

Tap the notification to open the HOBLink Mobile app to the Logon screen (see Figure 6 on page 15).The notification will be accompanied by the sound or vibration configured on your device. The time period set for when notifications appear is configured on the Exchange Server. The default time period is 15 minutes.

No data or sensitive information is included in the notification.

6.5 Contacts

Here you manage your contacts and their information, all of which is stored on the Microsoft Exchange Server of your network.

You can do the following in **Contacts**:

- View contacts
- Delete, edit or create new contacts
- Search for contacts in the corporate directory
- Select an e-mail address from a contact to send them an e-mail
- Call contacts

Tap **Contacts** on the Exchange screen (see Figure 10 on page 21) to display a list of all contacts.

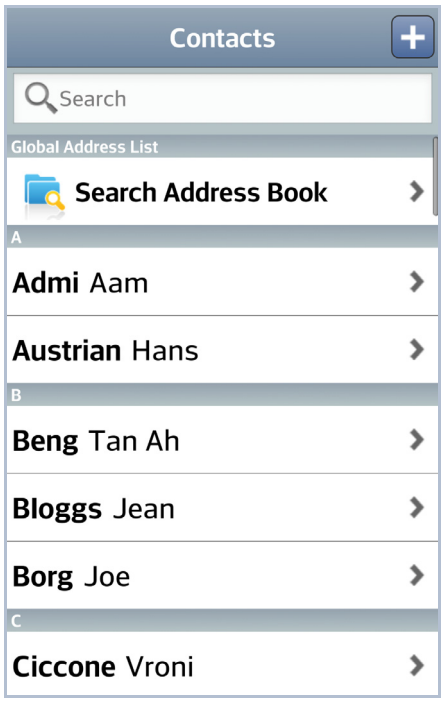


Figure 38: Contacts

You can search for contacts using the search bar or by scrolling through the list. If you have created folders in Microsoft Exchange, these will be displayed instead of the list of contacts. Tap the folder to see that folder's contents. Folders cannot be created within HOBLink Mobile. Tap a contact to display, edit or delete their details (see Figure 39 on page 50).

Global Address List – this is the address book currently stored on the Microsoft Exchange Server of your company.

Outlook Address Book – here you can access all the information currently stored in your Microsoft Outlook address book on the Microsoft Exchange Server of your company.

You also have the following options on the Contacts screen:

Tap the **Plus** button to add a new contact (see Figure 41 on page 52).

You can also tap the **Back** button on your mobile device to return to the Exchange screen.

Once you have selected a contact on the Contacts screen, you can access any information that you have entered for them and update, edit or delete it.

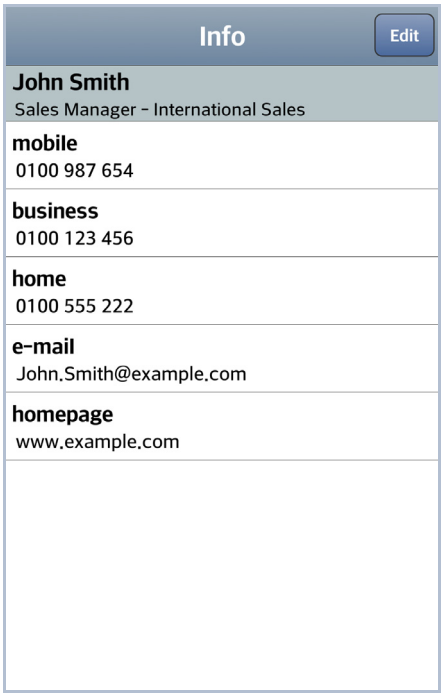


Figure 39: Contact Info

Here you can do the following:

- Tap a telephone number to call the contact if you are using a phone.
- Tap an e-mail address to write an e-mail to the contact.
- Tap a homepage to open the contact's homepage in your web browser.

There is also one button on this screen:

Tap the **Edit** button to edit the contact's information (see Figure 40 on page 51).

Tap the **Edit** button on the Contact Info screen (see Figure 39 on page 50) to edit the contact's information.

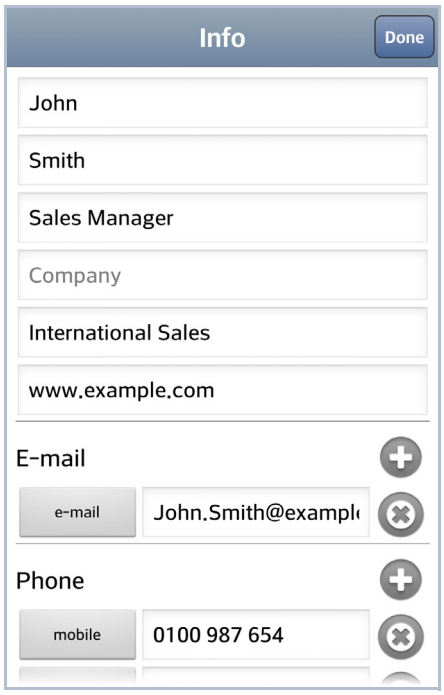


Figure 40: Edit Contact

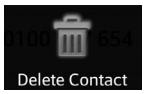
Tap a field to open it for editing and then enter your changes. The buttons on this screen have the following functions:

Tap the **Add** button to add new fields to the contact's information.

Tap the **Delete** button to delete the field.

Tap the **Done** button when you are finished to save the changes and return to the Contact Info screen.

Tap the **Menu** button on your mobile device for the following button:



Tap the **Delete Contact** button to delete the contact entirely.

Tap the **Plus** button on the Contacts screen (see Figure 38 on page 49) to create a new contact.

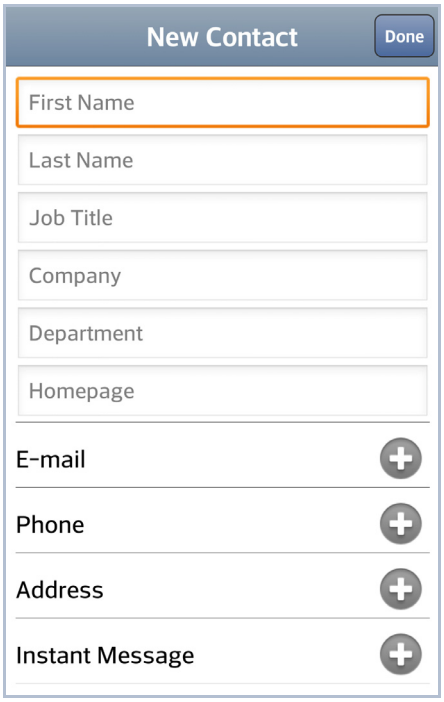


Figure 41: New Contact

Enter the information for the new contact. Tap a field to display the keyboard. You also have the following buttons on this screen:

Tap the **Add** button to add a new address or new fields to the contact's information (such as job title and department, birthday or anniversary. You can also add an instant messenger username or a note for the contact).

Done

Tap the **Done** button to save the changes and return to the Contacts screen.

6.6 Notes

This application allows you to create notes that will be stored on the company Microsoft Exchange Server. Tap **Notes** on the Exchange screen (see Figure 10 on page 21) to display your notes.

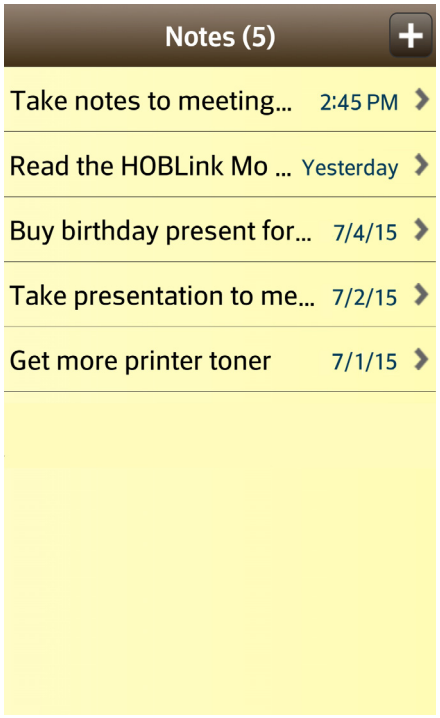

Notes (5)
Take notes to meeting... 2:45 PM
Read the HOBLink Mo ... Yesterday
Buy birthday present for... 7/4/15
Take presentation to me... 7/2/15
Get more printer toner 7/1/15

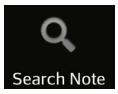
Figure 42: Notes

There is one button on this screen:

Tap the **Plus** button to create a new note (see Figure 44 on page 55).

Tap the **Back** button on your mobile device when you are finished viewing your notes to return to the Exchange screen.

Tap the **Menu** button on your mobile device for the following option:



Tap the **Search Note** button to search for a particular note.

Tap a note on the Notes screen (see Figure 42 on page 53) to display the note:

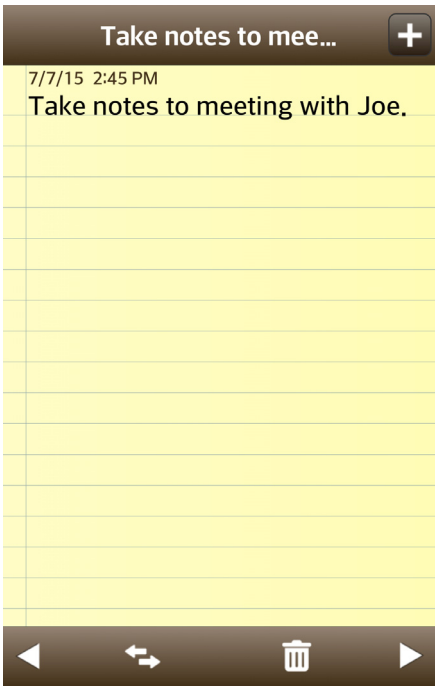


Figure 43: Note Text

Tap the yellow field to edit the note. Here you also have the following options:

Tap the **Plus** button to close the note and create a new note (see Figure 44 on page 55).

Tap the **Left Arrow** button to view the previous note on the Notes screen.

Tap the **Forward** button to send the note by e-mail to a selected recipient.

Tap the **Delete** button to delete the current note, which will return you to the Notes screen.

Tap the **Right Arrow** button to view the next note on the Notes screen.

Tap the **Back** button on your mobile device when you are finished viewing the note to return to the Notes screen.

Tap the **Plus** button on the Notes screen (see Figure 42 on page 53) to create a new note.

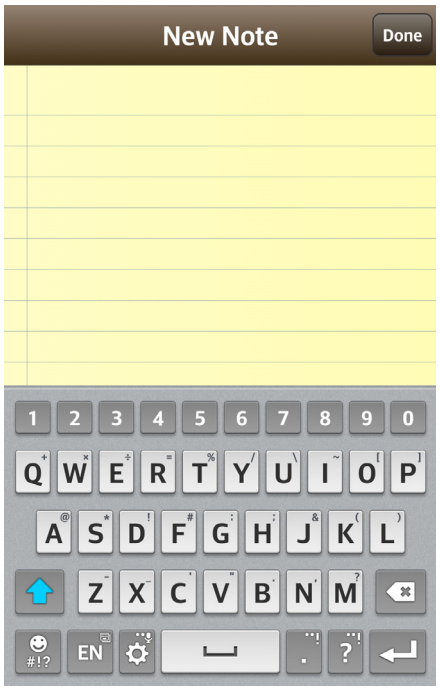


Figure 44: New Note

Tap the yellow field to activate it and then type your note. There is also one button on this screen:

Done — Tap the **Done** button when you are finished to save the note and return to the Notes screen.

Tap the **Back** button on your mobile device to return to the Notes screen without saving the note.

7 Frequently Asked Questions

1. **How can the password of a user be changed?**

   Users can change the password themselves in the client under the application Prefs. Your IT administrator can also reset your password if, for example, you have forgotten it.

2. **What is the difference between disconnecting and logging off from a session?**

   If you disconnect a session, it will be restored the next time you log in and you can continue to work from the place you were before. If you log off from a session, it is terminated and a new session will be started the next time you log in.

3. **Is the communication between the HOBLink Mobile app and the HOBCOM Universal Server encrypted?**

   Yes, it is always AES encrypted.

8 Information and Support

If you would like further information about HOBLink Mobile or if you need product support, please contact us at:

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